

**BUILDING DEPARTMENT**

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COMMERCIAL BUILDING/CONSTRUCTION PERMITTING

The Town of Wellesley requires the issuance permits for almost all building and construction related activities within the Town. Before you start, please research the regulatory requirements of your project at the Building Department's website. We encourage you to call the Department for questions that are not available online.

APPLICATION CHECKLIST

1. Complete a [Commercial Building Permit Application](#). (Sample applications are available, see link above. An official application is available in paper format at this time only at Town Hall).
 - Completely fill out the application, missing info will cause a denial.
 - Proof of ownership and the property owner's signature is required on the application, contracts are not accepted.
 - All CSL contractors who are applying for the permit and all CSL designees must register their License in the Wellesley Building Department. The applicant and their original CSL are required to be present for the registration. Copies and runners will not be accepted for registering.
2. Submit a **Construction Plan** with the application.

All commercial work requires a construction plan. A certified/stamped construction plan by a MA Registered Professional is required for commercial projects. A plan must satisfy these criteria:

 - a. Not exceed 24"x 36" in size and drafted in ink.
 - b. Show foundation/footing plan, floor plans, exterior building elevations, framing plans depicting structural systems and schedules, floor plans, legends and/or details adequately depicting doors, windows and related material installations.
 - c. Any additional information required by the building inspector.
3. For all existing Commercial Buildings no matter what type of work is being performed, an International Existing Building Code (IEBC) evaluation incompliance with Chapter 34 of the Massachusetts Amendments and completed by a MA registered professional is required.
4. If the Thermal Envelope is altered or IECC Energy Code compliance is required, computations drafted by the MA registered professional must be submitted. For new Commercial Buildings plans incompliance with the [115 AA Stretch Code](#) and completed by a registered professional must be submitted. For occupancy please provide the final affidavits by the MA registered professional and CSL contractor.



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5. Complete a [solid waste disposal](#) application. The Town's Recycling & Disposal Facility accepts construction wastes for projects located within its municipal boundaries. The permit applicant must sign the application, no exceptions.
6. Complete in full and sign a *Department of Industrial Accidents* [Worker's Compensation Insurance Affidavit](#). The insurance company and policy number of the applicant (if applicable) and sub contractors must be clearly designated. A workman compensation binder is not required. The permit applicant must sign the affidavit, no exceptions.
7. Pay the applicable building permit [fee](#). A payment is required at time of submittal, no exceptions.
8. For projects where work that is covered under 780 CMR 271 Sheet Metal Law please see our link [Sheet Metal Permits 271 780 CMR](#) for compliance. ***Note: that sheet metal permits are considered a building permit and there is a 10 to 14 business day review period.***
9. All new signs in the Town of Wellesley are regulated for zoning compliance through the Building Department. Recommendation through DRB is required first then a building permit must be applied for. Please see our website and visit [Sign Permits](#) link for details and requirements for signs.
10. Other requirements. This section is intended to provide an applicant with additional information as they pertain to additional permitting requirements by other Town departments, boards or committees which are beyond the Building Inspector's/Zoning Enforcement Officer's jurisdiction. The applicant of record is responsible for complying with any and all requirements identified below:
 - a. [Fire Department](#) approval is required for all Commercial work, no matter what the scope of work is. Two copies of the construction plan must be approved and stamped by the Fire Department. Submit one copy of the approval to the Building Permit Application and retain one for your records (the copy that says "**must be left on the jobsite**");
 - b. [Board of Health](#) approval is required for permit requirements that fall within the Boards of Health's enforcement. Always check to see if approval is required;
 - c. [Planning Board](#) approval is required for signage through the DRB and project approval;
 - d. [Historic District Commission](#) approval is required for projects located within designated historical district;
 - e. [Natural Resource Commission & Wetlands Committee](#) approval is required for projects within 100 feet of a wetland, or within 200 feet of a perennial stream or river. A public hearing is required the pruning or removal of public shade trees;
 - f. [Board of Selectmen](#) approval is required for new and relocated curb cuts. Once a request has been approved, a Street Occupancy Permit must be obtained from the Department of [Public Works Engineering Division](#) for projects located on a public way;



- g. [Department of Public Works](#) approvals are required for projects that impact water/sewer connections, street openings/excavations, storm water drains, sump pump connections, drainage changes, public shade tree, and disturbance/removal of vegetative cover or utility connections. The following permits and requirements will need to be met:
- Street Occupancy Permit- required for all excavations within public way including resurfacing and reconstruction of driveway aprons.
 - Trench Excavation Permit- Prevent unauthorized access by the general public to unattended trenches. (**Jackie's Law**)
 - Erosion and Sediment Control: DPW Engineering- Take necessary measures to prevent erosion and deposition of sediment from the construction site out to public way and into catch basins adjacent to the site.
- h. Electrical, plumbing and gas permits are issued only to Massachusetts licensed professionals. Non-professionals and non-Commonwealth licensed professionals are prohibited by state law from engaging in these activities within the state; and
11. NOTE: Due to the complexity and diversity of new commercial and/or commercial exterior projects, other departments may need approvals. If you are proposing a commercial project that is new commercial and/or commercial exterior, please visit our Zoning Bylaws or speak with a Building Inspector.
12. The Building Inspector/Zoning Enforcement officer and his agents reserve the right to prescribe additional permitting requirements that are not described herewith and which are deemed necessary when circumstances warrant.